

Picatinny Arsenal Child, Youth & School Services



U.S. Army Child, Youth
& School Services

Parent Handbook

Updated March 2014

Table of Contents

Mission Statement and Philosophy	Page 3
Child Eligibility Criteria	Page 3
Priority Placement	Page 3
Waiting List	Page 3
Enrollment Policies	Page 4
Enrolling Children with Special Needs	Page 4
Confidentiality	Page 4
Program Descriptions	Page 4
Parent Advisory Council	Page 6
Hours of Operation	Page 6
Registration Requirements	Page 7
Program Fees	Page 8
Late Pick-up Fees	Page 8
Hourly Care	Page 8
Immunizations	Page 9
Closing Procedures	Page 9
Arrival & Departure	Page 9
Withdrawal from CYSS Program	Page 9
Outdoor Play	Page 10
Clothing/Hygiene	Page 10
Food Service	Page 11
Child/Staff Ratios	Page 11
Staff Training	Page 11
Transportation	Page 12
Field Trips	Page 12
CDC Guidance Policy	Page 12
CDC Biting Policy	Page 13
CDC Touch Policy	Page 13
SAC Child Guidance/Discipline Policy	Page 14
SAC Touch Policy	Page 14
Child Abuse Prevention	Page 15
Parents as Partners	Page 15
Visiting the Center	Page 16
Parental Concerns	Page 16
Parent Orientation	Page 16
Absences	Page 17
Health and Safety	Page 17
Medication Administration	Page 18
Infant Feeding	Page 18
Sudden Infant Syndrome	Page 19
Holiday/Birthday Celebrations	Page 19
Fire Drills	Page 20

Mission Statement and Philosophy

The Picatinny Arsenal Child, Youth, and School-Aged Services (CYSS) is an essential family program that directly supports the military lifestyle, reduces the conflict between parental responsibilities and soldier unit mission requirements, by providing quality child care options for dependent children of military and civilian employees. CYSS provides quality care for children between 6 weeks and 19 years, in a safe, nurturing, and enriching environment by promoting the physical, social, emotional, and cognitive development of children.

The design of CYSS focuses on three major elements: children, parents, community and command needs. The programming elements stem from the four service components: sports and fitness, leisure and recreation, life skills and citizenship, mentoring and support services.

Child Eligibility Criteria

- Active duty military personnel, APF, NAF DOD civilian personnel, reservists on active duty or during inactive duty personnel training, and DOD contractors employed at the installation are eligible to use all Army operated and sponsored CYSS programs.
- Where there are waiting periods for program services, the following priorities for care needed will be in effect:
 - Active duty military or reservists on active duty or during periods of active duty training who are either single parents or have a spouse employed outside the home.
 - Siblings of children already enrolled in CYSS programs.
 - Children of CYSS employees who are either single parents or have a spouse employed outside the home.
 - Children of DOD civilians employed on the installation who are either single parents or have a spouse employed outside the home.
 - DOD contractors employed on the installation who are either single parents or have a spouse employed outside the home.

Priority Placement

- Priority placement (i.e.) military, sibling, or CYSS employee can be used **only once per child**.
- If a child is permanently withdrawn (more than 4 weeks of unpaid leave) or declines a space offered under priority placement, the child's name will be placed at the bottom of the waiting list if care is needed at a later date.
- A child already attending a program will not be displaced to allow room for a child with a higher priority.

Waiting List

Sponsors who request CYSS services that cannot be placed into the program due to insufficient space are placed on a Waiting List. Sponsors must provide their home/work/cell number and/or email address for future contact. When a

vacancy occurs, sponsors on the Waiting List will be contacted at all of the numbers and/or email address listed with the program. If there is no response by close of business on the second day, the next individual on the list will be contacted.

Enrollment Policies

Children enrolled in all CYSS programs located on Picatinny Arsenal are required to complete all necessary forms in accordance with AR 608-10 and local policies. A complete registration packet shall be given to new patrons. Upon completion of the packet, parents shall set up an appointment time with the Parent Central Office. Together, all forms shall be reviewed for completeness, along with a question and answer session concerning the packet and program facts. Ten percent of the first month's fee will be collected upon registration for Full Day programs with the exception of summer camp. This fee is non-refundable and will be applied towards the first monthly payment.

Enrolling Children with Special Needs

All children enrolled in CYSS programs will complete a Special Needs Assessment form. If a special need is identified (i.e. asthma, food allergies, etc.) parents will be required to provide medical information. A Special Needs Accommodation Process (SNAP) team would meet to evaluate the ability of the program to best meet the child's need. This assessment is done yearly. For more information on the SNAP, please ask to see our SOP for the Special Needs Accommodation Process.

Confidentiality

All children's records are kept in locked filing cabinet and are shared among programs when children use more than one program or when they move between programs. Files/Information are not shared with outside entities without written permission from parents.

Program Descriptions

Child, Youth and School Services

Picatinny Child and Youth Services offer a wide range of programs for children of military and civilian employees from infants to teens. Information for all or any of the programs below can be obtained by calling the Parent Central Enrollment Office at 973-724-5555.

Child Development Program

The Picatinny Child Development programs located in buildings 175, 3228, 3153 provide quality child care for ages 6 weeks to 4 years of age. Pre-K Strong Beginnings located in B3156 provides child care for ages 4 to 5 years of age. The CDC program will present enrolled children experiences in the development of social, emotional, intellectual and physical abilities. The Child Development Center curriculum, projected values and experienced staff all intertwine to provide a supportive, comfortable and accepting atmosphere for each child. The curriculum strives to meet the needs of each child, provide opportunities for each child to practice developmentally appropriate skills, and demonstrate an understanding and respect for the way children learn.

Family Child Care

Family Child Care provides care for children from infants to school age in on-post homes. Providers are trained by Child and Youth Personnel. For information about Family Child Care, or to become a provider, call the Family Child Care Director (School Liaison Officer) at 973-724-5555.

School Age Care

Before and After School Program- The Picatinny Before and After School program operates in Building 3156 from September until June. It includes indoor/outdoor activities such as science, arts and crafts, homework center and computer lab. The program also provides services during school holidays and teacher in-service days in accordance with the Rockaway Township school calendar. Children who live on post and attend Dennis B. O'Brien or C.A. Dwyer in Rockaway Township may be bused to and from the program. Children who attend DBO or Dwyer but do not live on post may request with Rockaway Transportation to be bused to SAC. CYSS also provides after school transportation from Sacred Heart in Rockaway in accordance with the Rockaway township calendar. Any other transportation arrangements are the responsibility of the parents.

Kindergarten- Picatinny's School Age Care operates a Full Day Kindergarten Program in Building 3156. The hours are 0700-1730 and the children must be 5 years of age before October 1, to register. A 10% non-refundable deposit is required along with a one-time \$100 book fee. The deposit will be credited toward the first month's payment. Lesson plans are sent home weekly that cover the key concepts in each curriculum area that the children will be learning. Please call the School Age Care Director at 973-724-5555 for more information about this program.

Summer Camp- The program operates a nine week Junior (K to 10 years) and Senior (11 to 14 years) Camp Program for school aged children. The program includes swimming, swim lessons, field trips, arts and crafts, outdoor activities, computer lab activities, 4H and Boys & Girls Club of America activities. Patrons may sign up for any or all of the weeks. For registration or program information call the School Age Services Program at 973-724-5555.

SKIES

SKIES is the acronym for Schools of Knowledge, Inspiration, Exploration, and Skills. In all four of these schools children from the CYSS Picatinny community will be able to participate in classes that will help them gain knowledge and develop, both physically and mentally. These programs are dedicated to children and youth allowing them to discover "unlimited" opportunities to pursue personal interests. For more information please call 973-724-7183.

Youth Services

The Picatinny Teen Center located in building 3228 provides a place for Preteens and Teens to socialize, enjoy recreation activities, and take part in life skills building programs. The youth have access to the Computer Lab for homework, internet research and games. The program includes center based activities as well as fieldtrips. Picatinny Arsenal is an affiliate of the Boys and Girls Clubs of America. BGCA programs and initiatives are an integral part of the Teen Center Program. Our programs also offer members several 4H clubs including photography and fine arts. For more information call the center at 973-724-7183/973-724-5555 or check out our [Youth Sponsorship Program](#).

Youth Sports

Picatinny Arsenal's Child, Youth, & School Services is now offering Sports programs and leagues here at Picatinny! For those sport programs not offered here at Picatinny, the children of residents at Picatinny can play on Rockaway Township Recreation Teams. Please see our website or call 973-724-7183 for more information.

Parent Central and Outreach Services

Children using any of the Child and Youth Programs at Picatinny must be registered through our Parent Central Office which is located in Building 3156 and open from 0700 to 1630. Parent Central and Outreach Services includes centralized enrollment for all activities as well as the waiting list for care. To be placed on the Child Care Waiting list, please fill out the waiting list form and return it to building 3156. There is no fee for registration. An **official copy of the child's shot record** and a registration packet are required to enroll in Child and Youth Activities. You can reach the Parent Central Office at 973-724-5555 or 973-724-5726 to make an appointment.

School Liaison

Picatinny's School Support Services provides information for families with school aged children and youth. The School Liaison Officer is located in Building 3156 and may be reached by calling 973-724-5555. Hours of operation for the School Liaison Office are 0730-1600.

The programs goals are to...

- Connects Families, Schools and Communities
- Coordinate partnerships between the community and installation
- Serves as a focal point for gathering and disseminating information
- Supports transitioning youth

Parent Advisory Committee

Parent Advisory Committee (PAC) - Parents are encouraged to become active members. Meetings are to be held once each quarter; times and dates are posted at the Child Development Center. The Parent Advisory Committee offers CDS parents opportunities to attend parent education classes and topic specific workshops. Parents may also earn Parent Participation Points by volunteering in CYSS programs which can result in a discount on childcare fees. Interested parents need to contact the program director for details.

Hours of Operation

CDC/SAS - Monday thru Friday 0700-1730

*A late fee policy is in effect after 1730 hours.

Middle School- Monday thru Friday – until 1730

* They are also eligible for teen center.

Teen Center – Tuesday, Thursday, and Friday 1730-2030 and Saturday 1000-1800.

CYSS Coordinator- Monday thru Friday 0800-1630

Parent Central- Monday thru Friday 0700-1630

School Liaison- Monday thru Friday 0730-1600

Sports- Seasonal, Please check website for current/open activities and times

All Full Day CYSS programs are open 12 months a year and are not available on Federal Holidays, the day after Thanksgiving, and all Administrative Closings. Part Day and B/A School programs run from September through June and Part day is closed the week between Christmas/New Years.

Registration Requirements

A sponsor must possess a current Military Identification and Privilege Card or an ARDEC Civilian Identification Card.

*Parents or guardians must complete and sign each copy of the following forms for each child before the child will be accepted into any of the CDS programs:

1. Child Health Assessment /Sports Physical Statement (HASPS) for CYSS Services Enrollment, Renewal and Sports Physical requirements. It is mandatory that each child be seen by a doctor for a routine physical examination. This form must list an up-to-date immunization record and must be signed by the doctor. A new form will be required every 3 years or possibly every year if your child has special needs. If your child has a medical condition which warrants the administration of medication, such as Ritalin or an Inhaler, a supplemental form will need to be completed and signed by a physician for submission to and approval by the Community Health Nurse and the SNAP.

2. Health Screening Tool (DA Form 7265-1)

3. Copy of current immunization record, which needs to meet the requirements set by the Community Health Nurse.

4. Application for Department of Defense Child Care Fees (DD Form 2652). This form clearly requests information regarding military and civilian earned income for sponsor and spouse. All fees are based on total family income.

5. Internet Agreement. This form states the purpose of free internet access in the SAS/TC/Camp program, and requires acknowledgement of all rules by both the patron and child. Any patrons not wishing their child to have free access to internet must complete and sign the bottom section of the form. Our Tech Specialist will be responsible for acquiring signatures.

6. Basic Care Item Treatment Sheet. This form gives the programs permission to maintain basic care items for each child. (See Approved Basic Care Item List Attachment at the end of this handbook.)

7. A program registration form will be required per family.

8. (USDA) Child and Adult Food Program Eligibility Application. This form is completed once a year (if applicable to the program).

9. The Family Care Plan is required for Single and Dual Military Parents. This form must be reviewed annually.

10. The Chief of Preventive Medicine or Health Consultant must approve A WRITTEN WAIVER of IMMUNIZATIONS signed and stamped by doctor or clergy due to medical or religious reasons prior to admission into the program. Parent will also need to sign a liability waiver stating the child/children will be excluded from the program in the event of a vaccine preventable communicable disease outbreak.

It is parents' or guardians' responsibility to keep all registration forms up-to-date. Failure to do so could result in suspension of services. (AR608-10,2-19)

Registration Fee

Registration fees for Child Development Center programs are waived IAW with recommendations of the Army Family Covenant guidelines.

Program Fees

CYSS fees are based upon total family income. Patrons are required to complete the Application for Department of Defense (DOD) Child Development Center Fees. Use of the DOD Fee Application is mandatory for all patrons requesting placement in fee categories other than the highest category. If you choose not to declare your current income, you will be charged the rate for the highest income bracket. Fees are reviewed once annually at re-registration. There are provisions made for a drastic reduction in income and these will be handled on a case-by-case basis by the CYSS Coordinator. Guidelines for payment of fees include:

- Fees for full day programs are due on the 1st and 15th of each month. Program payments made after the fifth business day following the first and the fifteenth will be charged a \$10.00 late payment fee. Non-payment of fees will jeopardize your guaranteed space.
- Fees for part day programs are due on the 1st of each month for the entire month.
- Children enrolled in a full day program are eligible for two weeks of leave without pay per fiscal year.

Other guidelines for payment of tuition include:

- No tuition payment is required for temporary withdrawal for vacation/illness purposes for up to two weeks/four weeks per year.
- Two weeks/four weeks leave may be split into single weeks. However, they must be five consecutive work/business days.
- Children enrolled in part-day preschool/pre-k will be pro-rated for a one week vacation in December.
- Leave (either sick or vacation) taken in less than five day increments cannot be considered one of your unpaid weeks. If a child is present for even one out of the five days, the parent will be required to make a full payment. It is the parent's responsibility to notify CYSS no later than 14 days prior to taking leave.

Late Pick-up Fees

Hours of operation are 0700-1730. Any child who is left at any CYSS building after 1730 will be charged a late fee of \$1.00 for each minute beginning one minute after closing. A family pays the program \$1.00 per minute up to 15 minutes per Family per site regardless of the number of children in care at that site. For example, a family who has two children in the CDC and one child in SAS will pay a \$15 Late Pickup Fee at each site if pick up is 15 minutes after closing. When the family is later than 15 minutes, the family is charged \$4.00 per child, per site, for the remainder of the hour and then \$5.00 per child, per site for each hour thereafter. Late pick-up on a number of occasions may result in loss of services.

Hourly Care

- Hourly care services are available daily between 0800 and 1630 hours.
- Payment for hourly care is expected after services are rendered. There is a two-hour minimum charge for a child enrolled in the hourly care program between 1100-1300 hours.
- If payment is not made at conclusion of service, child care services will not be available until the outstanding balance is paid.
- Reservations for up to 10 hours of care per week can be made one month in advance.
- A \$3.00 cancellation fee will be charged for all hourly care reservations that are not cancelled 24 hours prior to appointment time. Use of an hourly care space will not be allowed until this fee is paid.
- Failure to cancel 3 times within a 30 day period will result in suspension of CYSS privileges for 30 days.
- Military patrons reserving hourly care spaces to cover volunteer hours may call in to reserve space on the 14th of every month after 1000 hours.
- SAC hourly care is limited to 5 hrs a week except for school closures. SAC hourly care has access to 4 free recreation hours a month. Occasional users may also reserve a half or full day after the 5hrs/wk.

Immunizations

A current copy of immunizations is required for all children. A chart of required immunizations can be obtained at: <http://www.pica.army.mil/mwr/CYS/CYShomepage.htm>.

Closing Procedures

CYSS centers are closed for all federal holidays (10 per year), command excused absences, administrative dismissals, the day after Thanksgiving, Armed Forces or Community day, weather delays and early dismissals.

During inclement weather, you can call the following numbers 1-800-831-2759, 973-724-4021, or 973-724-2800. Also, when possible, the voice mail messaging system for each building will be changed to reflect any delays or closings for the programs. Local radio stations to listen to are:

NJ – 94.7 FM-WFME, 105.5FM-WDHA, 101.5 FM-NJ, 1250 AM-WMTR, 1510 AM-WRNJ

PA –99.9FM -WODE, 93.5 FM- WSBG, 107.1 FM-WWYY

Arrival/Departure

All children enrolled in CYSS must be computer swiped in and out of the Center and manually written into individual classrooms. After swiping in at the front desk, please accompany your child to his/her classroom, and sign-in there. Children are not allowed in the hallways unless accompanied by an adult. Other guidelines that CYSS programs follow include:

- Only parents may take a child from CYSS programs unless prior written arrangements have been made with CYSS personnel. Parent designees, shown on registration form, may take a child from a CYSS program if the parent has called the center and given permission for release.
- For your child's safety persons other than parents will be required to show identification before a child can be released.
- Children enrolled in CYSS programs will not be released to anyone less than 13 years of age.
- A parent will not be denied access to their child unless a court order is in the child's file restraining such rights.
- Children are not permitted to be left alone in vehicles with (or without) the engine running. Incidents of this nature will be reported to the Picatinny Police.
- Parking in front of any CYSS building for drop-off or pick-up, in spaces marked as fire lanes is prohibited. The Police Department patrols this area regularly and will ticket cars left unattended or standing in these areas.

Withdrawal from CYSS Program

CYSS fees include a two week vacation period. Patrons in full day programs may withdraw their child for two/four weeks during the fiscal year without payment of fees or loss of space. A vacation week consists of 5 consecutive business days when the child will not attend the program. A withdrawal form must be submitted to the Office to obtain a vacation week credit two weeks before the withdrawal. A two week notice for vacation or permanent withdrawal is required.

Any absence beyond two weeks' vacation will be charged tuition. In case of permanent withdrawal, the child will be placed at the bottom of the Central Enrollment waiting list if care is requested/needed at a later date. Priority placement (i.e. Military, sibling, CDS employee) can only be used once per child.

For Summer Camp, patrons sign up on a weekly basis. A patron is responsible for payment of the camp week fee unless a written request for withdrawal is submitted to Parent Central two weeks prior to withdrawal from the SAS/Day Camp program. The sponsor must submit the withdrawal in writing to obtain a release from financial obligation.

Outdoor Play

Children participate in outdoor play daily when weather permits. Staff will check weather for any extreme weather conditions (i.e. severe weather watch/warnings, extreme temperatures, etc.)

Clothing/Hygiene

Children should arrive clean and dressed in comfortable clothes that are easily washed. Children in diapers should come to the center wearing clean diapers each morning. After sleeping ten to twelve hours, which children this age most commonly do, it is most essential to change your child before bringing him/her to the center.

Children enrolled in CYSS programs will be involved in active play. Please dress your child with that consideration in mind. Some guidelines for you to consider include:

- Children should arrive clean and dressed in comfortable play clothes that are easily washed and allow freedom of movement. Sandals or other open toed or open back shoes and dress shoes for little girls look cute but do not provide adequate foot protection for running and playing on the playground. Wearing sandals during the summer months is prohibited except for children over the age of six during trips to Frog Falls.
- All items of clothing should be labeled with the child's name.

Other suggestions to remember:

- All clothing should be appropriate for the season or weather as we participate in outdoor play twice daily when weather permits. (Winter clothing should include warm coat, scarf, hat, and mittens/gloves. Summer clothing should be light and hats are recommended.)
- Sneakers/tennis shoes are the best choice of footwear for both indoor and outdoor play. All shoes must have a closed toe and closed heel.
- An extra set of clean clothing must be available at the center each day. (Infants and those toddlers who are in the process of potty training will need to have more than one set of extra clothing available.) Please see your child's teacher about how many extra sets to bring in and where to store these items.
- Parents must provide disposable diapers and wipes.
- If your child is approximately two years old and showing signs of readiness (i.e. dry for 2-3 hours, verbalizing the need, etc.) the CYSS staff will be glad to assist you in the task of toilet training.

Food Service

Mealtime is for socialization, experimentation, and role modeling. Children are encouraged to try new food but are never forced to eat a particular food. Children enrolled in a full-day program are served breakfast, lunch, and mid-afternoon snack and children enrolled in the part-day program are served a morning snack.

The center food program operates on a seasonal, four-week rotating, menu. All menus are posted at the beginning of a season. Weekly menu postings reflect emergency menu changes. Requests for a special diet for your child must be accompanied by a cleric's statement for omission of certain foods and/or a doctor's note outlining provisions for providing your child with a diet that provides adequate amounts of protein. Children identified with special dietary needs will need to go through the SNAP Process and all food substitutions will be provided by program unless adequate substitutes are not readily available.

CDC Program Meal Schedule

Daily scheduled activities begin at 0900. Children must be swiped and signed into an activity room within 15 minutes of meal times in order to enjoy breakfast and still allow the class sufficient time for clean-up activities. Mealtimes are posted in classrooms. All meals are served to children enrolled in CYSS are subject to USDA guidelines and meet established nutritional requirements. Children are not permitted to bring any food items from home.

SAC Program Meal Schedule

School Age and Summer Camp programs will post mealtimes and menus at the program.

Child/Staff Ratios

<u>Category</u>	<u>Age Group</u>	<u>Adult/Child Ratio</u>
Infant	6weeks-12months	1:4
Pre Toddler	12months-24months	1:5
Toddler	2years-3years	1:7
Preschool	3years-4years	1:10
Pre-Kindergarten	4years-5years	1:10
Kindergarten	5years-6years	1:12
School Age	6years-10years	1:15

Staff Training

Child, Youth, and School-aged Services personnel undergo background checks, physical exams, and immunizations prior to their employment. During their first eighteen months of employments, each caregiver must complete training in various areas of Childhood Development, CPR, and First Aid. Ongoing training includes classroom observations, workshop attendance, and twenty-four training hours of credit annually.

CYSS staff signs a confidentiality agreement re: your child and your family. They will not discuss with other patrons or people outside of CYSS matters pertaining to you or your child. For this reason, please do not ask them to divulge the name of any child indicated on Incident/Accident reports or to confirm reports or conversations relayed to you by your child.

Transportation

Within CYSS, we sometimes need to transport children to various sites on Picatinny Arsenal in order to participate in an activity or for special fieldtrip at various locations. We have school buses that are used for this purpose. It is against New Jersey State Law to transport children affiliated with an educational type endeavor without obtaining a commercial driver's license. Consequently, no trips may be planned for off of Picatinny Arsenal without bus transportation or a staff member driving who has received a CDL. Children need to be three years of age to ride school bus.

Field Trips

Children preschool and older may participate in Field Trips throughout the year. Parent permission slips will be needed for each child to attend field trips. Ratios are maintained at all times during field trips. Written advance notice will be given to all parents and a written record of dates, times, and sponsored fieldtrips will be maintained for three years.

Daily Sign-In Sheets, Emergency Contacts, Permission Slips, Medications and Medical Action Plans, and First Aid Kits will accompany staff on all field trips.

CDC Guidance Policy

1. Positive guidance techniques, such as re-direction, praise of appropriate behavior or separation are always used by CDC personnel. Knowledge and an understanding of individual needs and behaviors of children at varying developmental levels assist CDC personnel in establishing rules that are simple and understandable.
2. CDC personnel will not punish children by:
 - Spanking, pinching, shaking or other corporal punishment.
 - Isolation away from adult sight/contact.
 - Confinement in closets, boxes or similar places.
 - Binding to restrain movement of mouth or limb.
 - Humiliation or verbal abuse.
 - Withholding or deprivation of meals, snacks or outdoor - play opportunities.
 - Use of extended periods of "time-out."
 - Leaving infants in highchairs or cribs for extended periods of time.
3. Children will not be punished for lapses in toilet training by refusing food.
4. Short-term restrictions on the use of specific play materials or equipment or participation in a specific activity are permissible.

CDC Biting Policy

The Child Development Center caregivers will deal with a biting child in a specific manner as detailed in the CDC Child Biting SOP.

- A child of teething age (6 months - 36 months) will be provided cold teathers or other materials suitable for biting.
- If a young child bites due to frustration or anger, the caregiver will provide alternative equipment to bite on, will give the child words and activities to express anger, and will guide the child's behavior in appropriate ways.
- Biting incidents will be documented on an Incident report and reported to the Director. If a child begins biting on a regular basis, incidents will be tracked on a biting chart and a parent conference will be scheduled. Child guidance techniques to be used with a child who bites frequently include:
 - physical separation from the victim
 - a caregiver will stay in close proximity (within arm's reach) until the child no longer endangers other children or him/herself
 - scheduling a parent conference to elicit parent support of the techniques being used at the center
 - documentation on an Incident report of any biting incident and subsequent filing in child's file
- When a biting incident occurs, the victim will be attended to first, the biter second.
 - An accident report will be written and given to the victim's parents to document the injury.
- If biting incidents do not diminish, but continue after exploring all alternatives as listed in the CDC Child Biting SOP, and it is determined that the CDC cannot reasonably meet the needs of the child in the current setting, and maintain a safe environment, the steps for curtailing the child's CDC attendance or dismissal from CDC programs will be followed as outlined in the above referenced SOP.
- Children at three years of age and older possess the abilities to communicate needs, problems and/or conflicts. The safety and well-being of all children enrolled in CYS programs being most important, those children three years of age and older who continue to bite will:
 - a. Be subject to behavior modification.
 - b. Be subject to dismissal from the CDC programs.

CDC Touch Policy

1. Appropriate touching involves:
 - Recognition of the importance of physical contact of child nurturance and guidance.
 - Adult respect for personal privacy and personal space.
 - Responses affecting the safety and the well-being of the child/ e.g. Holding hand of child when crossing the street; holding child gently but firmly during a temper tantrum.
 - CDC Staff will model appropriate touching.

Note: Examples of appropriate touching include hugs, laps sitting. Reassuring touches on the shoulder and nap time back rubs.
2. Inappropriate touching involves:
 - Coercion or other forms of exploitation of the child's lack of knowledge.
 - Satisfaction of adult needs at the expense of the child.
 - Violation of laws against sexual contact between adults and children.
 - An attempt to change behavior with adult physical force, often applied in anger.
 - The reinforcement concept with child of "striking out" to respond to a problem.

Note: Examples of inappropriate touching include forced good-bye kisses, corporal punishment, slapping, striking or pinching, tickling for prolonged periods, fondling or molestation.

SAC Child Guidance/Discipline

Discipline

SAC personnel will discipline in a consistent way, based on an understanding of the individual needs and behavior of each child at his/her various developmental levels.

Simple understandable rules have been established so that exceptions and limitations are clearly defined.

Discipline for routine problems will be constructive in nature, including such methods as diversion, separation of child from situation, praise of appropriate behavior, or gentle physical restraint.

*Biting, spitting, physical violence, verbal abuse, defiance of authority, and vandalism are unacceptable and will result in written reports and possible expulsion from the program.

Parents will be notified of all disciplinary actions and a conference will be arranged, if needed.

*If a child is having problems adjusting to the program, a conference will be arranged between parent and staff.

Suspension Policy

1st Offense: Suspension for the following day program is in operation.

2nd Offense: Suspension for 3 days.

3rd Offense: Suspension for a week.

4th Offense: Suspension from the program.

****Please note that no refunds will be issued if a child is suspended from the SAC/Day Camp Programs.**

The program reserves the right to dismiss a child for any offense that is so severe that another child/counselor, etc. is placed in a dangerous situation which jeopardizes the health, safety, or general well-being of those individuals. This will be done through staff, parents, and the Family Advocacy Team.

Re-admission procedures will be based upon the commendations From the Family Advocacy Team.

Touch Policy for School Age Care/Youth Services:

1. Appropriate touching involves:

* Recognition of the significance of physical contact as an important part of nurturance and guidance for youth.

* Allowing only open interactions and no actions that are designed to occur in secret hidden locations.

* Requesting permission prior to touching any youth and respecting the youth's response. (i.e. "Can I help you balance as you walk across the balance beam?")

* Taking into consideration the age or disability of the youth. (I.e. An adult staff member applying sunscreen to a 6 year old is an appropriate behavior, the same action may be deemed inappropriate for an older child such as a teenager unless specific conditions are present such as a documented disability. Another example of helping is a disabled youth participating in an activity that may require adult assistance with a clothing change).

* Adult respect for personal privacy and personal space of youth and youth respect for personal privacy and space of program participants.

* Responses affecting the safety and the well-being of the youth; e.g., a reassuring pat on a shoulder, comforting a youth in distress, reasonable restraint to prevent injury to him/herself or another youth.

* All CYSS employees are required to model appropriate touching skills.

2. Inappropriate touching includes:

* Corporal punishment.

* Physical force used to control or change behavior (i.e. hitting or pinching)

* Tickling for a prolonged period of time.

* Fondling or molestation.

* Touch that satisfies an adult's own needs rather than a child's.

* Forced good-bye kisses or hugs.

All forms of touch expressly prohibited in DOD youth programs. These behaviors may be considered child abuse and neglect and subject to the investigation.

Child Abuse Prevention

There are many precautions taken at the Center to protect your child. Among the most evident are:

- Sign In/Out – a swipe station located at the front desk and a manual sign-in in each activity room for both parents and staff.
- Visitors who are not parents of a child enrolled in the CDC, are required to stop at the front desk, sign-in, and receive a visitor's badge.
- Visibility panels are included on all doors and walls.
- Bathrooms are not blocked from view.
- Video cameras in all activity rooms that feed to the main desk.

All CYSS personnel receive regularly scheduled training in child abuse/neglect prevention. Suspected cases of child abuse and/or neglect must by law, be reported to the police desk (X7273). The Picatinny Police will notify Army Family Advocacy Program (973-724-3568). Parents can use the DOD Hotline number (877-790-1197) when child abuse is suspected.

Parents as Partners

It is important that a positive, open line of communication is established between your family, and staff. To further those communications and keep you advised about your child's progress or other center issues we have established several alternatives for you to offer your comments, suggestions and even complaints. Included among these are:

- Daily Activity Reports – details your child's day for the hours he/she has spent in our care for Infant age children i.e. bottles, diapers, naps, etc..
- 'What We Did Today' notes are posted daily to keep you advised about daily activities.
- Kindergarten sends home weekly lesson plans that sum up the key concepts in each curriculum area that the children will be learning.
- Accident/Incident Reports – details an accident or incident your child was involved in while in our care. Incident reports report an unacceptable behavior that required a disciplinary action. Accident reports indicate a cut, bruise, or scrape. Very often accident/incident reports are also used as an FYI, something you may need to be aware of, but of no great concern. Accident/Incident reports used as an FYI will be noted in bold letters across the top.
- Parent Advisory Committee (PAC) – Parents are encouraged to become active members. Meetings are to be held once each quarter; times and dates are posted at all CYSS facilities.
- The PAC offers CYSS parent's opportunities to attend parent education classes and topic specific workshops.
- Parent Association (PA) - A smaller parent association has been formed which acts similarly to a PTA in public school. Please see a director of your building to get more information.
- A parent participation program is offered for parents to volunteer their off-duty time in the programs. The following link <http://www.pica.army.mil/mwr/CYS/HomePage%20Docs/hpsc31.pdf> outlines this program. Please see a director if interested in volunteering for this opportunity.

- Parent/Teacher Conferences – Scheduled twice a year (December and May) but feel free to request a conference at any time you feel one is necessary or needed.
- ICE – Interactive Customer Evaluation; available on the Picatinny Garrison website.

Visiting the Center

CYSS Programs **have an open door policy** and we encourage parents to visit and spend time with their children as well as participating with activities involving other children within the program setting. Families may visit any area of the facility at any time during the program's regular hours of operation as specified by the procedures of the facility. On a daily basis, it is extremely important that direct communication is made with as many parents as possible, even if it is a simple 'hello' and 'good-bye'. It is amazing how a relationship can be fostered by simply acknowledging someone's presence. If a child has had an occurrence which is worthy of notifying the parent, pick-up time is a perfect opportunity to have a discussion with them. Occurrences are to be both positive and negative. A parent deserves to know if their child has done something exceptionally well, as well as if their child had a difficult time at something. If at any time a parent wants to have a formal conference, time shall be allotted for this. **Directors of Centers also have an open door policy and encourage parents to stop in anytime.**

Parental Concerns

Chain of Command: The most effective way to resolve issues is to channel them through the CYS Services Chain of Command. Should all attempts at resolution fail, parents/guardians can elevate their issues or concerns up through the Chain of Command in the order below:

Primary Program Assistant (Classroom Lead Teacher)

Assistant Facility Director

Facility Director

Child, Youth and School Ages Services Coordinator: [Jeanette Rysdeck@973-724-4994](mailto:Jeanette.Rysdeck@973-724-4994)

Director, Family and Morale Welfare & Recreation (FMWR): [Silvia Berglund @973-724-4157](mailto:Silvia.Berglund@973-724-4157)

Deputy Garrison Commander: [John Costea @973-724-2100](mailto:John.Costea@973-724-2100)

Garrison Commander: [LTC Jason MacKay @ 973-724-7070](mailto:LTCJasonMacKay@973-724-7070)

Parent Orientation

Upon entry into our program, the parents of a child (as well as the child, if possible) shall receive an orientation to the program. This will include a tour of the facility, introductions to all staff and a generic overview of what transpires on a daily basis. Families will receive a welcome packet from the classroom and we will happily discuss any possible questions you may have about our programs.

Absences

Please call the CYSS Director if your child will be absent for the day or an extended period of time, or has contracted a communicable disease.

Health and Safety

Should your child become ill during the day, you will be notified and expected to pick up your child within 30 minutes after you have been reached. Each child excluded from center activities because of illness will be sent home with a medical exclusion form indicating why he/she is being sent home and the conditions under which he/she can return.

- Illness exclusion temperatures are:
 - for children under 3 months of age – 100.5 degrees
 - for children over 3 months of age – 101.0 degrees
- Children will be excluded from CYSS activities when diarrhea is 3 stools in 1 hour, or not contained in the diaper, or contains pus or blood.
- Children will be excluded for vomiting when there are 2 or more episodes in 24 hours.

In emergency situations, the parents will be called immediately. Failure to reach a parent will result in a call to an emergency contact person. It is extremely important that you leave a phone number where you or your designee can be reached every day. If an injury is sufficiently severe, the child may be transferred to St. Clare's, Dover Campus, and treatment will be administered prior to parent's arrival.

A child who has contracted a contagious illness or rash will be readmitted to the center when the following conditions exist:

- The contagious stage of the illness has passed.
- The child is physically able to participate in class activities.
- A physician's note for readmission is presented.

Readmission for the center following an absence due to common childhood ailments will be allowed when the following conditions exist:

- Lesions from impetigo are no longer weeping.
- Scabies is under treatment.
- Lice are under treatment.
- Pinworm treatment has occurred 24 hours before readmission.
- Conjunctivitis has diminished to the point that eyes are no longer discharging.
- Chicken pox lesions are crusted, usually 5-6 days after onset.
- A complete day's dosage (24 hours) of medication/antibiotics has been administered. (For strep and other bacterial infections, the child's physician has approved readmission, and the child does not require additional CYSS staff to care for him/her.)
- Children wearing casts, slings, or having stitches must present a written doctor's statement certifying the child's ability to participate in center daily activities.

While at CYSS Centers, your child is under constant supervision. However, minor injuries may be sustained during normal play. When this happens, CYSS personnel will perform the necessary first aid and fill out an Incident/Accident report for your notification and signature. Should your child be injured seriously or become ill during the course of the day, the Director will assure you are contacted.

Medication Administration

Medicine will be administered according to guidance given in AR 608-10 (para 4-32) and only to children enrolled in the full-day programs. CYSS staff, trained in administration of medications, will administer all medications. CYSS personnel are prohibited from using force to administer medication. If a child refuses to take medication it will be documented on DA Form 5225-R. Medication will be administered only when prescribed by a physician, only when there is no other reasonable alternative to the medical requirement for the child and when the following requirements are met:

- Medication must be in the original container with a child-proof cap.
- Medication is labeled with physician's name, date, name of medication, dosage strength, and time dosage is to be administered.
- Medication must be labeled with child's full name.
- First dosage **must** be dispensed at home.
- DA Form 5225-R is filled out and approved by the Center Director.
- Only Medications prescribed to be taken at least 3 times daily may be administered by CYSS staff once per day.
- No PNR (as needed) medications may be dispensed.
- No 'over the counter' medications will be administered unless ordered by a physician. Medication must be accompanied by a physician's note requesting dispensation and meet all specifications required for medicine dispensation. This includes topical ointments, lotions, diaper medication, cough syrups, decongestants, etc.
- Basic care items for prevention of illness/conditions such as sunburn or diaper rash can be administered only if a permission slip is signed and returned to the center. A list of acceptable basic care items can be found in the appendix.
- Sunscreen must meet the following requirements:
 - a. PABA and fragrance free
 - b. SPF 15 or higher (Children under 2 must have an SPF of 30 or higher)
 - c. Provide UVA ray & UVB ray protection
 - d. May NOT contain an insect repellent
 - e. May not be in aerosol or pump containers
- Sunscreen must be provided seasonally and will be returned to you at the end of the season. Please check the bottle for expiration dates. Expired sunscreen will not be accepted. Parents are asked to apply the sunscreen before morning arrival and CYSS staff will apply before afternoon play time.

Infant Feeding

1. The CDC offers premixed Similac Advanced infant formula to infant age children, 6 weeks to 12 months of age. You must provide enough clean bottles to satisfy your child's daily formula intake.
 - a. All bottles will be returned at the end of the day for sanitizing.
 - b. Each bottle will only be used once.
 - c. Bottles will not be heated in a microwave oven.
 - d. Any requests to continue feeding formula beyond twelve months must be accompanied by a doctor's request, approved by West Point Community Health Nurse and will be at parent expense.
 - e. Parents of infant aged children are encouraged to write in their child's daily activity report and verbally communicate, daily with their child's caregiver to establish the number of ounces to be fed at each feeding.
2. Infant feeding is very individualized and children are offered food according to their eating schedule.
3. If your infant child does not use or cannot tolerate the formula used by the CDC you may provide your own. All infant formula provided by the parent must be:
 - Provided daily, in bottles containing a single serving.
 - Pre-mixed, ready-to-feed.
 - Provided in bottles (either, disposable plastic liners or plastic bottles) and labeled with children's full name, date, and bottle contents. Glass bottles will not be accepted.
 - Each bottle must have a lid-covered nipple to prevent contamination.

4. The CDC also offers cereal and jarred baby foods to infant age children. A two week rotating menu outlines which cereal, fruit or vegetable is offered each day. Your child must have previously had the offered food at home before he/she can be offered the food at the CDC.
5. Mixed cereal and formula in a bottle will not be accepted.
6. Parents are responsible for providing clean bottles daily for each feeding to be consumed at the center.
7. Unused portions of bottles provided by parents will be discarded.
8. Baby foods will not be fed directly out of the jar. All baby food will be transferred to feeding dishes before feeding.
9. Mothers who breast-feed their infant are encouraged to visit the center as necessary to satisfy the child.
10. As children begin to transition to table food and milk, parents are encouraged to work with caregivers and introduce all foods before we introduce at center.
11. Infants/ Toddlers will not be allowed to walk around with bottles/cups.

Sudden Infant Death Syndrome

1. In a memorandum dated November 22, 2005, the Department of the Army issued its Revised Strategies to Reduce the Risk for Sudden Infant Death Syndrome (SIDS) in Child Development Services Settings.
 - a. Revised guidance is based on new information released by the American Academy of Pediatrics.
 - b. New Army guidance provides the following changes:
 - The American Academy of Pediatrics no longer recognizes side sleeping as a reasonable alternative to sleeping on the back. This position has been found to be unstable and increases the chances of infants rolling onto their stomachs.
 - Exceptions requested by parents to place infants on their stomachs are no longer permissible – children MUST be placed on their backs.
 - Exceptions requested by physicians to place infants on the stomachs due to a medical condition are permissible with detailed, written instructions.
 - A revised CYS Infant Sleep Position Agreement must be signed by all patrons enrolling children in Child Development Center programs less than twelve months of age.

Holiday/Birthday Celebrations

Holidays provide ideal opportunities for adults working with young children to support child personal identity and introduce basic values. Programs, such as ours, should support children's development of their own individual and cultural identities and also help develop respect for other people whose experiences or values may be different from their own. A holiday is a time set aside by custom or law to commemorate or celebrate an event or idea. Some holidays, by origin, are religious. In a broader sense, all advocate important human values. Values are qualities that a person uses in thinking about another individual, behavior or object. Central to our philosophy of childhood education and identified as Army core values are courage, discipline, justice, loyalty, respect for human dignity, patriotism, selfless service, integrity, and family duty.

In planning holiday activities CYSS staff will try to consider community calendars to promote involvement in community events. Holidays will be observed on one of the following three levels of observance:

- Level 1: Brief recognition - language experience, guest visitor, game, story or song.
- Level 2: Significant observance - a learning center, field trip or special event.
- Level 3: Comprehensive celebration - integrating or "webbing" several holidays or concepts with common values and times of year into an integrated whole.

*This is also a great time for families to share their culture, heritage, and home language. We will put out notices now and again asking for parents to share their culture; however we will always welcome anyone who wants to volunteer their time to share with us.

Though birthdays are rarely thought of as a holiday, in kid culture it is the ultimate holiday. Our birthday celebration is as follows: once a month on a Friday we will be celebrating all of that month's birthdays with cupcakes (or another appropriate snack for children with allergies) from our kitchen. No outside treats will be allowed. Teachers will still make each child's day special within the classroom but without a food treat. Birthdays should be natural extensions of a developmentally appropriate curriculum. They are not major activities and should be celebrated equitably among all children. Clowns and ponies, store bought crowns and goodie bags, however while fine for a party at home, are not appropriate in CYSS programs where many parents have limited budgets or children with allergies are unknown to the birthday parent.

No outside food treats will be accepted for Valentines, Halloween or any other holiday or celebration that we celebrate.

Fire Drills

Fire drills are conducted monthly for all age groups and simulate the conditions we anticipate may occur during an actual emergency.

The following guidelines will be followed:

- The children may be taken outside without coats, jackets or other possessions.
- Children and staff will remain outside until an all-clear signal is given by the Fire Department representative.

In case of a real fire the children will be taken to a building close to the Center and will be kept there until you are notified of our location and pick up.

If you are arriving at the CDC or on CDC premises at the time of the drill you are encouraged to remain on site until the all-clear signal is given.

APPROVED BASIC CARE ITEM LIST

1. Basic Care Items are limited to topical items used for the prevention of sunburn, diaper rash, and teething irritation. Parents of children showing any indication of disease (infected sunburn, diaper rash, or gums) will be notified and will need to have their child evaluated by a health care provider for diagnosis and treatment. Use of basic care items will be discontinued until a health care provider determines that further use will not be harmful.
2. The item must have been used at least once prior to CYS personnel applying it on the child.
3. Basic care items will be in the original container and will be labeled with the child's first and last name.
4. Only the items identified below are approved for use without a prescription.

a. Sunscreen/Lip Protection

Sunscreen must have UVB-ray and UVA-ray protection with a Sun Protection Factor (SPF) of 15 or higher (Children under 2 must have an SPF of 30 or higher). Sunscreen may not contain an insect repellent.

Chapstick

Vaseline or Petroleum Jelly

b. Diaper Rash Preparations

A & D Ointment

Desitin

Balmex

Johnson's Baby Cream/ Lotion Diaper Guard

Vaseline or Petroleum Jelly

Zinc Oxide Cream

Moisturel

Lubriderm

c. Teething Medications

Anbesol

Orajel Ointment